



# DUMPTON SCHOOL WIMBORNE



## Catering Assistant Recruitment Information





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## The School

Dumpton School is a Prep School in the heart of Dorset near the thriving market town of Wimborne, which offers an outstanding education to children aged 2 to 13 years old. The school has undergone a prolonged period of stability and success, and boasts superb, modern facilities, a strong roll of over 340 pupils, and a forward thinking and ambitious approach to education, recognised by ISI as having a “significant strength” in our most recent inspection. The school’s strength is built upon a brilliant staff team who work hard to create a superb environment for children to flourish and fulfil their potential, focusing on academic success, as well as character education. Two core values – Be Kind and Aim High – lie at the cornerstone of Dumpton’s ethos and culture, and also sit at the heart of Dumpton’s vision ‘a nurturing and aspirational environment where every child fulfils their academic and personal potential’.

We are looking for a **Catering Assistant** to become a valued member of our small and friendly team. Our catering department plays a key role in school life, offering pupils, parents, and staff a varied selection of nutritious meals and light refreshments.



# Job Description

**Job Title:** Catering Assistant

**Reporting to:** Catering Manager

## Main Duties:

- To provide a friendly, informative and efficient service to all customers at the food counter.
- To work in a clean, tidy and organised environment
- To serve at the food counter efficiently and deal with customers methodically.
- To assist with routine cleaning of the kitchen and all utensils and equipment.
- To assist in the preparation of food if required.
- To carry out general duties such as washing up, as required.
- To ensure that appropriate Health and Safety and hygiene procedures are implemented.

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this at the discretion of the Catering Manager

## Person Specification

Personal Attributes	Desirable	Essential
Basic Hygiene Certificate (in house training given)		✓
Ability to work as a member of a team		✓
Strong communication skills		✓
Ability to act on own initiative		✓
Proven customer service skills		✓
Enthusiasm		✓
Previous catering experience	✓	





## Further Information

- Based at Dumpton School, Wimborne, Dorset.
- The hours of work are as follows (term time)
  - Monday - 10:30 to 14:30
  - Tuesday - 10:30 to 14:30
  - Wednesday - 10:30 to 14:30
  - Thursday – 09:00 – 14:30
  - Friday - 10:30 to 14:30
- Salary: £11,755 (£13.21 per hour).
- This role is term time only plus cleaning days (9 per year).
- Uniform will be provided.
- The school is inclusive and committed to achieving equality of opportunity for our pupils – and we feel the same about our staff. We would actively encourage candidates of all backgrounds, experiences and perspectives to work at Dumpton, contributing to a rich, diverse staff team where our unique talents can contribute to our collective success.
- Applicants must undergo a DBS check and all associated checks. As per the latest Safer Recruitment guidance for education, the school will request references in advance of interviews – please contact us if this is an issue.
- Interviews for short listed candidates are scheduled to take place during the afternoon of Friday 26 September.
- The role will commence as soon as possible

**The closing date for applications is 9am on Monday 22 September**

*Early applications are encouraged, as the closing date may be brought forward if we receive a high number of applications*

Candidates should send a cover letter and completed application form to [recruitment@dumpton.com](mailto:recruitment@dumpton.com) or by post marked for the attention of the Headmaster's PA, Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF

Interviews for short listed candidates are scheduled to take place during the afternoon of Friday 26 September

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*